

Appendix 6-A. AHRQ Toolkits: Standard Formatting for Products

Introduction

This appendix offers guidance on formatting for specific AHRQ products, including slides, facilitator notes, tools, transcripts, and more. As always, please consult the AHRQ Publishing and Communications Guidelines as well as your Office of Communications (OC) editor for Word formatting and other guidance.

Slides

Title Slide

- Use the AHRQ or a program-specific title slide template
- Insert the name of the Program
- Insert the module name or other title information in the middle
- Insert the AHRQ publication number and date in the lower right
- There is no page number on the title slide

Inside Slides

- Use the AHRQ or program-specific inside slide template
- The AHRQ Program title should be inserted in caps in the lower left of the slide
- Insert the module name on the left (shorten as needed) and the page number on the right
- References should flow completely across the slide in one column/text box

Facilitator Notes

First Page

- Include the name of the AHRQ Program and other title information
- Insert text below the program and title information
- Insert the AHRQ publication number and date in the lower right

Inside Pages

- Include the name of the AHRQ Program in title caps in the lower left corner
- Insert the module or title name on the left (shorten as needed) and the page number on the right

Tools

First Page

- Include the name of the AHRQ Program
- Next, insert the title of the tool
- Insert the tool text below the tool title
- If the tool is one page, insert the AHRQ publication number and date on the lower right; if more than one page, the publication number and date should be inserted on the last page
- Insert HHS/AHRQ branding at the bottom of the page

Inside Pages

- Insert the name of the AHRQ Program in title caps in the lower left corner
- Insert the tool or module name on the left (shorten as needed) and the page number on the right
- If the tool is more than one page, insert the AHRQ publication number and date in the lower right of the last page (see AHRQ Publication Numbers, below, for more information)

Transcripts

First Page

- Insert the name of the AHRQ Program
- Insert the title below the name of the AHRQ Program
- Insert the text below the title
- If the transcript is one page, insert the AHRQ publication number and date in the lower right (see AHRQ Publication Numbers, below, for more information); if more than one page, the publication number and date should be inserted on the last page

Inside Pages

- Include the name of the AHRQ Program in title caps in the lower left corner
- Include the transcript name on the left (shorten as needed) and the page number on the right
- If the transcript is more than one page, insert the AHRQ publication number and date in the lower right of the last page (see AHRQ Publication Numbers, below, for more information)

Multipage Report-Type Tool or Guide

Without Front Matter

First Page

- This report typically has no cover, but there is flexibility to incorporate design elements
- Include the title and table of contents
- Insert the AHRQ publication number and date in the lower right or in swoosh in white type (see AHRQ Publication Numbers, below, for more information)

Inside Pages

- Insert the name of the AHRQ Program in title caps in the lower left corner
- Insert the tool or report name on the left (shorten as needed) and the page number on the right
- Insert any funding and disclaimer information on the last page
- References should be 10 pt. type and two columns

With Front Matter

First Page

- This report typically has no cover, but there is flexibility to incorporate design elements
- Insert the title, contract number, authors, and AHRQ publication number and date flush left (see AHRQ Publication Numbers, below, for more information)

Inside Pages

- Insert the funding and disclaimer information first
- Insert the table of contents
- References should be 10 pt. type and two columns

What To Do with Appendices

Appendices are part of the main document, and they should follow the template for Word documents. They also should have the following features:

- The appendix title should be centered at the top of the first page (under the blue grid)
- The main document name should be in a swoosh in the inside pages
- Inside pages should have appendix numbering (e.g., A-2, A-3, and so forth)

Appendices that will be used separately from the main document (e.g., a poster) should feature the following:

- The first page should be a title page

- On the title page, insert the AHRQ Program name at the top
- Center the appendix name below the AHRQ Program name
- Insert the AHRQ logo and the main document's publication number and date in order to enable users to trace the origin of the product

Final Report

Cover Page

- The cover page should be designed by AHRQ (including title and illustrative stock photos, and incorporating HHS/AHRQ branding)

Inside Pages

- The first page after the cover is the title page
- The title page should include the report title, contract number, authors, and publication number and date flush left (see AHRQ Publication Numbers, below, for more information)
- Insert front matter, and then the table of contents

Videos

- Video should be provided in an uncompressed format (e.g., .mp4 or .mov.)
- All videos should be captioning. Two options:
 - Open captioning (part of the video, cannot be turned off)
 - Closed captioning (provided in a separate caption file in .SRT or XML format)
- The AHRQ Web Team is responsible for inserting closed captioning into the video
- Videos should typically include HHS/AHRQ branding and the blue patient safety grid

Archived Webinars Produced during the Project

Webinars that are deliverables should follow the guidelines for each component (e.g., for slides, for transcripts, for video). Those that are produced as part of a project but are not considered deliverables should follow these guidelines:

- All Webinar components (e.g., slides, transcripts, video) can remain in their original format
- All Webinar components must be 508 compliant
- Each product type must have a consistent look (e.g., all transcripts should have a title page with similar wording, font, and point size; all slides should have the same format)
- Any transcription company information (for transcripts produced by a third party) should be stripped out.
- No AHRQ publication number and date are needed

AHRQ Publication Numbers

Each toolkit component needs to have an AHRQ publication number. A project will have an overall number reflecting the fiscal year when it is published and its publication order during that year, and each product should have an extension number reflecting the product's order within the project. In addition:

- Numbering should start with the final report
- Additional products should be numbered consecutively
- Online-only products should have an –EF extension
- Insert this placeholder in each product until OC provides the overall number and date:

AHRQ Pub. No. YY-XXXX-X-EF
MONTH YEAR

- The publication number and date should typically be in 10 pt. type

Notes:

- All slide set modules under one topic area should have the same publication number
- Related items under the same title should have the same number (e.g., slide set and facilitator notes; guide and appendix tools)

Final Step

Check the documents in print preview mode to verify that the headers and footers won't be cut off if the document is printed.